



Department of Housing and Community Development
NOTIFICATION OF VACANCY
May 9, 2018

**Code Development and Technical Support Administrator
(Compliance/Safety Officer IV)**

Position #00340

Location:

**DHCD
600 E Main St. Suite 300
Richmond, VA 23219**

Hiring Range:

**Negotiable up to \$82,000
annually**

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is looking for an energetic leader experienced in building and fire codes to serve as the Code Development and Technical Support Administrator. This position administers and provides first-line supervision for Code and Regulation Development and Technical Support programs within the State Building Codes Office, including staff administration of the State Building Code Technical Review Board (TRB); coordinates and provides stakeholder support for the code development/regulatory processes; conducts research and offers testimony on legislation, regulations, technical codes, and standards; participates in national code development processes and works with stakeholder representatives to obtain approvals for state technical amendments and reasonable and cost effective national and state code changes; coordinates and provides administrative, technical, and enforcement assistance for the Uniform Statewide Building Code (USBC), the Statewide Fire Prevention Code (SFPC), and Virginia Amusement Device Regulations (VADR) programs; provides technical assistance to internal and external stakeholders, citizens and other state agencies; develops and delivers specialized training for stakeholder groups; and assists with the evaluation and development of IT applications that support code development and support programs.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of and demonstrated ability in the administration and enforcement of building and fire prevention related regulations, codes, and standards including but not limited to building, fire, plumbing, mechanical, electrical, energy conservation, and accessibility. Comprehensive knowledge of building design and construction methods and materials. Familiarity with the Virginia regulatory and code update processes. Demonstrated ability to operate a PC and corresponding software to manage program databases and generate reports. Proficiency in data and word processing software programs. Ability to read, interpret, and apply state and federal standards, regulations, mandates and legal opinions. Ability to conduct research, perform analysis, and produce technical and administrative reports and legislative/code change proposals. Demonstrated ability to evaluate complex problems and sensitive issues and to negotiate or mediate resolutions. Ability to develop and deliver training programs and technical presentations to diverse groups and professional organizations. Ability to oversee the development, operation and maintenance of training programs, fee collection, inspections, plan reviews, and related computer programs and systems. Familiarity with fact-finding conference and code compliance investigation procedures. Knowledge of budget and fiscal management, procurement policies, and procedures in the public sector helpful. Ability to prioritize and coordinate multiple, complex, and sensitive assignments. Very strong written communication skills. Ability to communicate effectively orally. Demonstrated ability to work with diverse client groups, boards and commissions, legislative bodies, and other local, state and national entities. Strong interpersonal skills and ability to work in a collaborative team environment. Bachelor's degree with a concentration in architecture, engineering, fire science, construction management, or related applied science discipline. An equivalent combination of training and experience will be considered in lieu of educational requirements. Progressive experience in code enforcement and investigations, engineering, architecture, construction, or related fields. Supervisory/managerial experience preferred. Desirable to be certified as a code official and/or fire official. CBO within one year of employment and certifications within three years of at least two trade certifications. Valid driver's license required.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION
THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>**

For additional information, please contact our Human Resource Office at (804) 371-7004.

An Equal Opportunity Employer

*Women, minorities, veterans, people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*
